AN AASIS SUPPORT CENTER TRAINING GUIDE

PBAS
Biennial Budgeting

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Chapter 1
PBAS
Biennial Budgeting
Introduction

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The Biennial Budgeting Process

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Budget Prep
Roles

- This course is recommended for users having the following budget prep roles:

- Agency Data Entry
  - Users who can view reports, change and modify data in the PBAS System

- Agency Approval
  - Users who can view reports , enter data, and approve data in the PBAS system.

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The State has 2 budget planning periods:

BIENNIAL – 2 year period with fiscal years that begin on July 1st and end   on June 30th
ANNUAL   – 1 year period that begins on July 1st and ends on June 30th

Agencies began preparation of the FY07 Annual Operations Plan (AOP) in April, 2006 and will have completed their budget in May, 2006.

The FY07 AOP becomes the "Base" or starting point for agencies to prepare a biennial budget request for the 2007-2009 biennium.

The final actions of the 86th General Assembly for the 2007-2009 biennium will be reflected in PBAS and used by the agencies to prepare AOP for FY08 and FY09.

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Budget Planning Periods
Biennial

Base Level for 2007-2009

2007 - 09 = July 1, 2007 - June 30, 2009

2009 - 11 = July 1, 2009 - June 30, 2011

Retracted for Annual Planning

Annual

FY07 = July 1, 2006 - June 30, 2007

FY08 = July 1, 2007 - June 30, 2008

FY09 = July 1, 2008 - June 30, 2009

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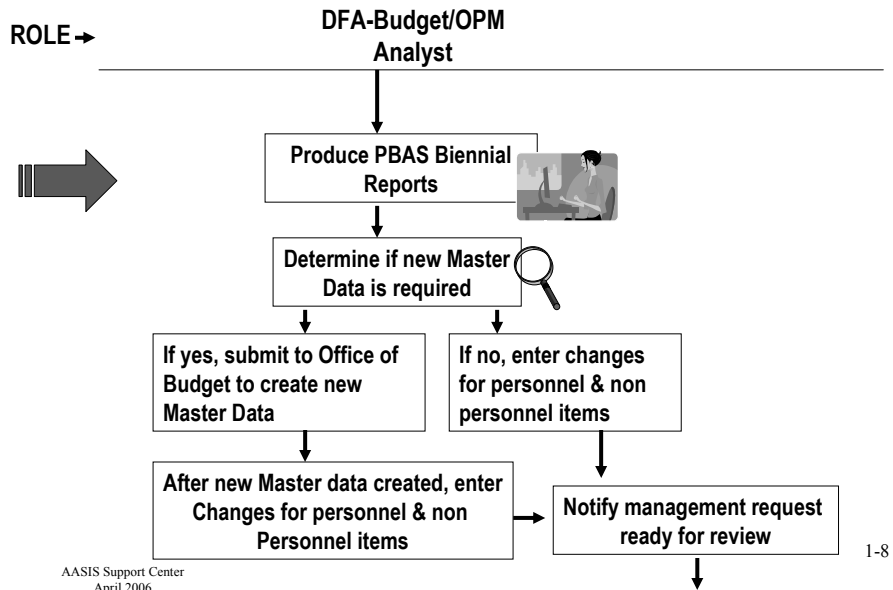April 2006

Biennial Process

ROLE ➔   **DFA–Office of Budget**   **DFA-Budget/OPM Analyst**

May 15, 2006 **Provide instructions for agencies to use when preparing Biennial Budget Request** **(DFA-Office of Budget Web Site)**	**Assist agencies during preparation of Biennial Request** **(DFA-Office of Budget / Personnel Management)**

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Biennial Process

ROLE ➜   **DFA-Budget/OPM**
Analyst

| Produce PBAS Biennial Reports |

| Determine if new Master Data is required |

| If yes, submit to Office of Budget to create new Master Data | | If no, enter changes for personnel & non personnel items |

| After new Master data created, enter Changes for personnel & non Personnel items | | Notify management request ready for review |

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Biennial Process

ROLE →

Agency - Reports Only	Agency – Data Entry / Approval

Agency - Reports Only

↓

Produce PBAS Biennial Reports

↓

Work with DFA – Budget / OPM Analyst to enter Agency Request in PBAS

↓

Review and approve Agency Request

APPROVED

↓

July 15, 2006 Submit to DFA-Office of Budget

Agency – Data Entry / Approval

↓

Produce PBAS Biennial Reports

↓

Enter non-position requests in PBAS & work with DFA – Budget / OPM Analyst who will enter position requests in PBAS

↓

Review and approve Agency Request

APPROVED

↓

July 15, 2006 Submit to DFA-Office of Budget

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Biennial Process

ROLE➜   **DFA-Budget / OPM Analyst**

| Produce PBAS Biennial Reports | → | Review Agency's request |

OK

If not OK

Prepare analysis for Governor

Return to Agency to start process over

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Biennial Process

ROLE ➤   **DFA-Budget / OPM Analyst**   **DFA - Administrator**

Produce PBAS Biennial Reports	**Produce PBAS Biennial Reports**

Submit agencies' requests and Governor's recommendations to Legislative Committee	**Retract positions back to AASIS HR Module**	**Retract Budget Quad Back to AASIS FM Module**

Enter legislative changes into PBAS	**Verify by running report - Position Control Report ZPAOSR0001**	**Verify by running report - Appropriation Manual Y_DEV_80000029**

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Biennial Planning Versions

Version 0   = Current Plan - Copy of Version 3A from 2nd year
                     current biennium. Includes Cost of Living each
                     year of the biennium. Adjustments to Base Level

Version 1   = Agency Request Phase

Version 1D   = OPM Recommendation Phase

Version 2   = Executive Recommendation Phase

Version 2B   = OPM / Executive Appeals

Version 2D   = Agency Display to review Executive Recommendation

Version 3   = Legislative Recommendation Phase

Version 4   = Legislative Amendment

Version 5   = Final Version (Retracted back AASIS-FM & HR
                     Modules)   1-12

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Version 0 - This version will be used by DFA to verify data copied from version 3A which represents an agency's AOP. Adjustments will be made to data to reflect the criteria outlined in the Governor's Policy Letter.

Version 1 – This version will be used by the agencies to prepare their biennial request. **Completion of the agency request should be mid July of every even numbered year.**

Versions 2 & 2B – These versions will be used by DFA-Office of Budget & Class & Comp to review the agency's requests and reflect the Governor's recommendations that will be presented to Legislative Committees during fall budget hearings.

Version 2D – This version will document the Executive recommendations and can be used by the agencies.

Version 3 - This version will be used by DFA-Office of Budget & Class & Comp to reflect any changes made by the Legislative Committees during fall budget hearings. Position & financial information from this version will be used by Legislative Council staff to draft appropriation bills.

Version 4 - This version will be used by the DFA- Office of Budget & Class & Comp to reflect any changes made to appropriation bills by the General Assembly.

Version 5 – This version will represent final decisions of General Assembly. The approved biennial budget is the starting point for the next annual budget.

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Definition of Terms

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FI Terms

TERM	**DEFINITION**
FUND	7 DIGIT CODE REPRESENTING CASH AND TREASURY FUNDS
FUNDS CENTER	CODE THAT REPRESENTS THE LEGAL SPENDING AUTHORITY IN AN APPROPRIATION ACT AND ESTABLISHES BUDGET CONTROL
SUB FUNDS CENTER	MISCELLANEOUS COMMITMENT ITEM
COMMITMENT ITEM	BREAKDOWN OF EXPENSE CATEGORIES OF AN AGENCY'S APPROPRIATION (5020002 = OPERATING EXPENSES)
COST ELEMENT (GL CODE)	MASTER RECORD DESCRIPTION OF REVENUE AND EXPENDITURES
COST CENTER	ORGANIZATIONAL STRUCTURE OF AGENCY
WORK BREAKDOWN STRUCTURE	REPRESENTS GRANT AND CONSTRUCTION ACTIVITIES OF AN AGENCY
FUNCTIONAL AREA	REPRESENTS CAFR (COMPREHENSIVE ANNUAL FINANCIAL REPORT) PROGRAMS
BUDGET QUAD	FUND+FUNDS CENTER+ COMMITMENT ITEM+ FUNCTIONAL AREA 1-14

HR Terms

TERM	DEFINITION
BUSINESS AREA	4 DIGIT AGENCY NUMBER WITH LEADING ZERO (EX. 0610)
POSITION NUMBER	8 DIGIT CODE FOR POSITION (EXAMPLE 22080157)
JOB (SHORT DESCRIPTION)	4 DIGIT CLASS CODE (EXAMPLE K153, 9906) (CASE SENSITIVE ON SEARCH)
JOB (MEDIUM DESCRIPTION)	CLASSIFICATION TITLE DESCRIPTION (EXAMPLE SECRETARY II) (CASE SENSITIVE SEARCH)
	EVERY JOB (CLASS CODE) HAS AN 8 DIGIT SAP NUMBER ASSIGNMENT (EX. K153 - 21669779)
CLASSIFICATION UPGRADE / DOWNGRADE	STATEWIDE GRADE CHANGE OF A CLASSIFICATION
POSITION RECLASSIFICATION	CHANGE AUTHORIZED CLASSIFICATION OF AN INDIVIDUAL POSITION
CLASSIFIED	GRADES 1 - 26
UNCLASSIFIED	GRADES 99 & 66

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HR Terms (continued)

TERM	DEFINITION
PAY GRADE	GRADE ASSIGNED TO A CLASSIFICATION
JOB	CLASSIFICATION
CLIP	CAREER LADDER INCENTIVE PLAN
ADDITIONAL POSITION	X6100001 X = ADDITIONAL 610 = AGENCY NUMBER (USE YOUR AGENCY #) 0001 – 9999 = SEQUENTIAL NUMBER
ORGANIZATIONAL UNIT	DEPARTMENT, DIVISIONS, OR SECTIONS IN AN AGENCY
PERSONNEL AREA	PHYSICAL LOCATION OF A POSTION
PERSONNEL SUB AREA	USED FOR TIMEKEEPING PURPOSES IN AASIS. ASSIGNED TO EACH EMPLOYEE

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The last three terms represent the numbering scheme in BPS for new class code, new position or title change requests and are used during the biennial budget process only:

- **Dummy Class Code**
- **Additional Position**
- **Title Change**

HR Scenarios

LISTED BELOW ARE SOME EXAMPLES OF THE MULTIPLE CHANGES THAT
COULD BE REQUESTED ON A POSITION AND HOW THAT POSITION WOULD
BE REFLECTED ON THE POSPLANB SCREEN AND THE EXTRACTION REPORT.

1. Reclass and Title Change = Reclass
2. Reclass and Upgrade = Reclass
3. Reclass and ESI = Reclass
4. ESI and Title Change = ESI
5. Upgrade and Title Change = Upgrade
6. Reclass and Upgrade and Title Change = Reclass
7. Reclass and ESI and Title Change = Reclass
8. Restore and Reclass = Reclass
9. Restore and Upgrade = Upgrade
10. Restore and Title Change = Title Change
11. Restore and ESI = ESI
12. Restore and Reclass and Upgrade(or ESI)and Title Change = Reclass

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OPM & Budget Crosswalk of Terms

OPM TERMS	BUDGET TERMS
CURRENT	**VERSION 0**
AGENCY REQUEST	**VERSION 1**
CLIP RECLASS	**CHANGE LEVEL 09**
RECLASS	**CHANGE LEVEL 10**
UPGRADE/DOWNGRADE	**CHANGE LEVEL 11**
POS NOT REQUESTED	**CHANGE LEVEL 12**
ESI	**EXTRAORDINARY SALARY INCREASE – CHANGE LEVEL 15**
POS NOT RECOMMENDED	**CHANGE LEVEL 13**
ADD POSITION	**CHANGE LEVELS 01, 02, 08 – (NEW POSITION)**
RESTORE	**CHANGE LEVEL 06 – (RESTORE CURRENTLY AUTHORIZED POOL, MFG or SUPPLEMENTAL POSITIONS NOT BUDGETED IN AOP)**
POS NOT REQ	**CHANGE LEVEL 03**
TRANSFER	**CHANGE LEVEL 07**

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Change Levels

BL	Base Level
C01	Change in Program (M&O and positions)
C02	New Program (M&O and positions)
C03	Discontinue Program (M&O and positions)
C04	Not used
C05	Unfunded Appropriation (M&O and positions)
C06	Restored Pool/MFG/Supplemental positions only
C07	Transfer
C08	Technology (M&O and positions)
C09	CLIP Reclass
C10	Reclass
C11	Upgrade/Downgrade
C12	Position Not Requested
C13	Position Not Recommended (OPM transaction only)
C14	Title Change
C15	Extraordinary Salary Increase
C19	Executive Changes (DFA Office of Budget transaction only)
C20	Legislative Changes (DFA Office of Budget transaction only)

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Introduction to the PBAS System

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Display Note

PBAS is designed for an 800 x 600 display that will fill the screen. If your system is not set up this way and you want to change it, use the following steps:

From the desktop, double-click My Computer
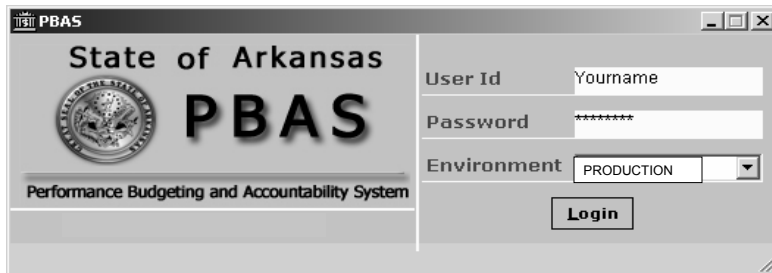
Double-click Control Panel

Double-click Display

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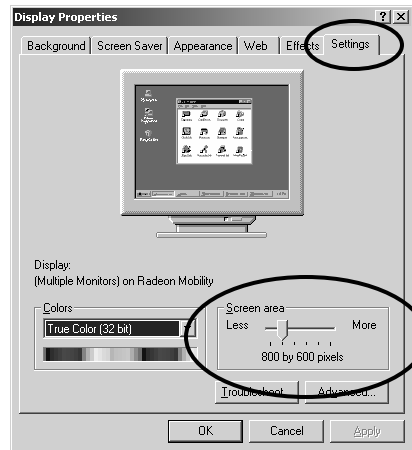
Click the Settings tab and adjust the screen area.
Click OK.

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Accessing the PBAS System

From your desktop, double-click the PBAS icon.
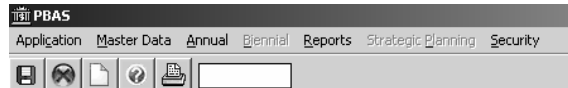
When the logon screen appears, enter your user name and password. Click Login.

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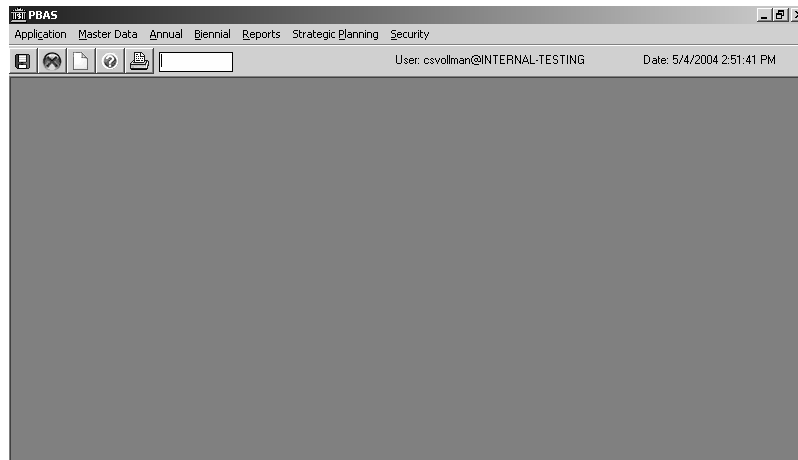
The PBAS Menu is displayed.

PBAS

Application   Master Data   Annual   Biennial   Reports   Strategic Planning   Security

From the menu, you can access Biennial Budget Screens and Reports.

Biennial	Reports	Strategic Planning	Security

LAHISORG   - Agency Enbaling Laws, History and Organization and Agency Commentary
BAGNCYPB   - State Agency Publications
CHNGFEES   - Change in Fee Schedule
EMPLSUMM - Employment Summary
CASHFNBL   - Cash Fund Balance Description
BIEREVPL   - Biennial Income Certification
BGPLANBN - Non Position Budget Request
FOOTNOTE   - Agency Change Level Justification
CAPREAPP   - Capital Reappropriations
HRPLANBN - Position Budget Request
JOBFUNCB - Job Upgrade, Title Change, Extraordinary Salary Increase
POSPLANB   - Regular Reclass, Clip Reclass and OPM Transactions
FRINBENB   - Calculate Fringe Benefits
NOTEATCH - Biennial Attachments

Click on Biennial to view the Biennial Budgeting Screens. These screens will be explained in more detail later in this course.

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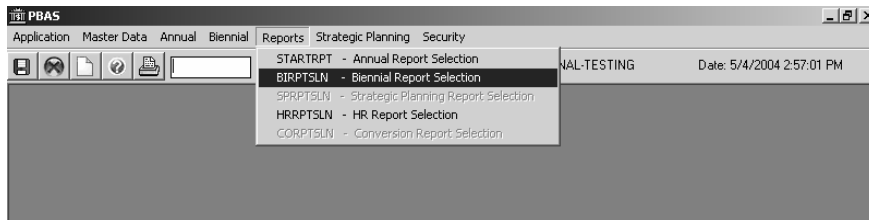
Click on Reports and select Biennial Report Selection (BIRPTSLN) or HR Report Selection (HRRPTSLN) to view reports for the Biennial Budget.

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PBAS - [BIRPTSLN - Biennial Report Selection]

Application   Master Data   Annual   Biennial   Reports   Strategic Planning   Security

User: csvollman@INTERNAL-TESTING   Date: 5/4/2004 3:00:52 PM

Report ID   ----- SELECT REPORT -----

Business Area   ----- SELECT REPORT -----
                     AGYCMMNT-Agency Commentary
Version   ANBUGREQ-Analysis of Budget Request-EX/LEG
                     APPSUMEX-Appropriation Summary-EX
Fiscal Year   APPSUMFC-Appropriation summary by funds center
                     APPSUMLG-Appropriation Summary-LEG
Cost Center   APPSUMRP-Appropriation Summary
                     APSMLEGB-Department Appropriation/Program Summary-LEGB
WBS Element   APUBLISH-State Agency Publications
                     BCSRVPRJ-Career service projection report
Funds Center   CFDSCRPT-Cash Fund Balance Description
                     CHFEESCH-Fee Change Schedule
Fund   CHGLVLAP-Change Level By Appropriation
                     CHRDETRQ-Character Detail
Commitment Item   CSTCTRSY-Cost Center Summary
                     DEFERYR2-Biennial Deferment Extract YR2
Functional Area

> **Click on the arrow next to the Report ID Box for report selection**

Generate Report

Access to reports is limited by security. If you don't have access to a report, it will be grayed out on this menu. Scroll down to see more reports.

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PBAS Icons

SAVE

DELETE

CLEAR SCREEN

HELP

PRINT

FAST PATH TO ACCESS OTHER SCREENS

LOOKUP

NON-SEQUENTIAL DATA SELECTION

ERROR

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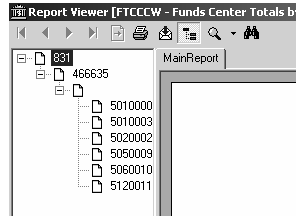AASIS Support Center
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PBAS Reporting Icons

PRINT

EXPORT TO FILE

TOGGLE GROUP TREE
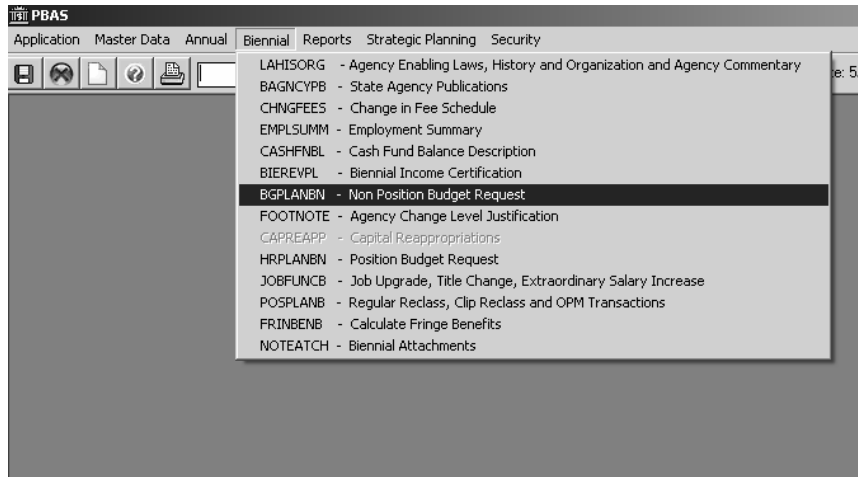

ZOOM

SEARCH TEXT

Exercise: Log in to PBAS using the User ID and Password assigned.
Choose the TRAINING environment and click Logon.

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Exercise: From the Biennial Menu, select BGPLANBN – Non Position
Budget Request.

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Exercise: Enter Business Area and Version 1. Hit the enter key.

PBAS - [BGPLANBN - Non Position Budget Request]

Application   Master Data   Annual   Biennial   Reports   Strategic Planning   Security

User: clwooley@PRODUCTION   Date: 5/14/2004 11:48:40 AM

Non Position Budget Request

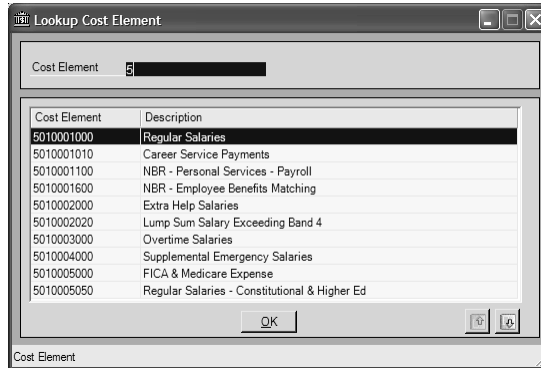| Business Area	0634			
Version	1			
Fiscal Year	2006			
Cost Center		to		
WBS Element		to		
Cost Element		to		
Commitment Item		to		
Funds Center		to		
Fund		to		

Business Area, Version and Fiscal Year are required fields. The system will return an error ⊕ if any of these fields are not completed or completed with data not found in the system.

Scroll over the error symbol with your mouse. What message do you see? Clear the error messages by clicking the Clear or press (control) N.

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Inquiry

Choose the lookup 🔍 icon in the cost element field to search for possible entries. Double-click it, type in the first number of the field (if known), enter and the search will take you to items that begin with that number.

Cost Element	Description
5010001000	Regular Salaries
5010001010	Career Service Payments
5010001100	NBR - Personal Services - Payroll
5010001600	NBR - Employee Benefits Matching
5010002000	Extra Help Salaries
5010002020	Lump Sum Salary Exceeding Band 4
5010003000	Overtime Salaries
5010004000	Supplemental Emergency Salaries
5010005000	FICA & Medicare Expense
5010005050	Regular Salaries - Constitutional & Higher Ed

Lookup Cost Element

Cost Element   5

OK

Cost Element

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Exercise: Move your cursor into the FAST PATH [   ] box.
Type BAGNCYPB in the box.

The BAGNCYPB (Agency Publications) screen will be displayed.

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